



## Finance and Administration Cabinet

### Executive Order 2008-011

### Request Form

**Requesting Department:** 625 Department Of Highways **Record Date:** 2012-06-06

**Requestor ID:** JJN0026 **Requestor Name:** NANCY ALBRIGHT

**Short Description:** Emergency Services - Roadway Maintenance Operations - FY13 **Requestor Phone Number:** 502-564-4556

**Type of Request:** OTHER SERVICES, NON-PROFESSIONAL **New or Expanded?** No

**Procurement Method:** Agency Authority **Cost:** 200,000.00 **Estimate/Actual?** Estimate

**Is this Item a Replacement?** No **If so, Asset Tag#:**

**What will happen to the replaced item?**

**What Document is Requested?** Blanket Waiver

**If on Contract, Give Contract #:** See Purpose and Justification

**Vendor (if any):** TBD

**Purpose and Justification:**

For FY13 KYTC Division of Maintenance requests a blanket exemption for all emergency service purchases that may be required to maintain all maintenance activities associated with roadways and rights-of-ways, non-exclusive of snow and ice removal operations, for all twelve (12) KYTC Districts within the Commonwealth. During maintenance activities being performed, all through the year, accidents and equipment failures occur that necessitates the need for emergency services to keep roadways passable for truckers and other motorists. These would be purchase items such as wrecker services to pull Department snow and ice removal trucks and other equipment from ditches, from over a slope, or from other locations where the equipment is out of the roadway, tow services for snow and ice removal trucks and other equipment that has broken down or is otherwise out of service, emergency equipment such as large loaders, graders, or bulldozers that may be necessary to remove snow drifts or heavy snow from roadways during a major winter storm, or any other service that may be necessary to maintain roadways in a passable or better condition during times of winter storm events in addition to normal everyday maintenance activities. The Method of Procurement for these types of services will be by ProCard, Small Purchase (PO), or Stand Alone Invoice (PRC) by the affected District or Districts. The purchase of these emergency items would be on an as needed basis to maintain our roadways.

Funding Source: Road

Program Code:

If Federal, Give CFDA#:

Percentage of Each Funding 100% FE01

FAC approval of a Request Form means the review required by the Executive Order has been completed, and the items or services have been authorized to begin the procurement process. Agencies must procure these items or services according to procurement policies and procedures, administrative regulations, and statutes. Special authority requests, delegations and other specific methods of procurement are not approved through this review- identifying the procurement method is for the Committee’s information only. Follow normal request procedures to obtain approval for specific methods of procurement. Funding source must be in accordance to GOPM policies, regulations and statutes.

I certify by submitting this form electronically, that an original, signed by the Cabinet Secretary or authorized agency head, is maintained at the agency level. If the agency head applies an electronic approval it is not necessary to maintain the signed original on file. In addition, the agency has considered the guidance provided by Personnel Cabinet regarding the distinction between an employee and an independent contractor before making this request, where applicable.

This request approved by:

Cabinet Secretary or Authorized Agency Head

For Agency Use: